

PROPOSED COUNCIL STUDY ISSUE

For Calendar Year: 2004

New **X**

Previous Year (below line/defer)

Issue: Policy on the Use of Temporary Employees

Lead Department: Human Resources

General Plan Element or Sub-Element: Planning and Management Element, Sub-Element 7.3 Legislative Management, Goal 7.3D: Maintain a quality workforce, consistent with laws, the Charter, and adopted policies in order to assure that city services are provided in an effective manner.

1. What are the key elements of the issue? What precipitated it?

This study issued was originally proposed for 2003 at the request of Councilmember Fowler. This study issue was one that was not completed because of the budget priorities. This study issue is a review of the policies that the City of Sunnyvale has for the use of temporary employees.

2. How does this relate to the General Plan or existing City Policy?

The issue relates to the General Plan, as indicated above.

3. Origin of issue:

Councilmember: Fred Fowler

General Plan: _____

Staff: _____

BOARD or COMMISSION

Arts

Housing & Human Svcs

Bldg. Code of Appeals

Library

BPAC

Parks & Rec.

CCAB

Personnel

Heritage & Preservation

Planning

Board / Commission Ranking/Comment:

_____ Board / Commission ranked _____ of _____

4. Multiple Year Project? Yes No Expected Year of Completion 2004

5. Estimated work hours for completion of the study issue.

(a) Estimated work hours from the lead department 80

(b) Estimated work hours from consultant(s): _____

(c) Estimated work hours from the City Attorney's Office: 8

(d) List any other department(s) and number of work hours:

Department(s): Finance (8), OCM (8) 16

Total Estimated Hours: 104

6. Expected participation involved in the study issue process?

(a) Does Council need to approve a work plan? Yes No

(b) Does this issue require review by a Board/Commission? Yes No

If so, which Board/Commission? _____

(c) Is a Council Study Session anticipated? Yes No

(d) What is the public participation process?

Not Applicable.

7. Estimated Fiscal Impact:

Cost of Study \$ _____

Capital Budget Costs \$ _____

New Annual Operating Costs \$ unknown at this time, as it will be a product of the Study _____

New Revenues or Savings \$ _____

10 Year RAP Total \$ _____

Budget Modification Needed \$ _____

8. **Staff Recommendation**

Recommended for Study

Against Study

X No Recommendation

Explain below staff's recommendation if "for" or "against" study. Department director should also note the relative importance of this study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

reviewed by

Department Director

Date

approved by

City Manager

Date